

Seniors & Youth Meeting Agenda



Committee Chair: José Alvarado

800 Michaelian Office Bldg.
148 Martine Avenue, 8th Floor
White Plains, NY 10601
www.westchesterlegislators.com

Monday, March 27, 2023

10:00 AM

Committee Room

CALL TO ORDER

Joint with Budget & Appropriations

Please note: Meetings of the Board of Legislators and its committees are held at the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601, and remotely via the WebEx video conferencing system. Legislators may participate in person or via Webex. Members of the public may attend meetings in person at any of its locations, or view it online on the Westchester County Legislature's website: <https://westchestercountyny.legistar.com/> This website also provides links to materials for all matters to be discussed at a given meeting.

Chairwoman Catherine Borgia will be participating remotely from Clear View School and Day Treatment Center, 480 Albany Post Road, Briarcliff, NY, 10510

MINUTES APPROVAL

February 13, 2023 @ 10 AM Minutes

I. ITEMS FOR DISCUSSION

[2023-97](#)

IMA-Invest In Kids-Mount Vernon, New Rochelle, Peekskill, White Plains

AN ACT authorizing the County of Westchester to enter into inter-municipal agreements with the Cities of Mount Vernon, New Rochelle, Ossining, Peekskill, White Plains and Yonkers, acting by and through their Youth Bureaus for the provision of positive youth development programs under the County's "Invest In Kids" Program.

COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND SENIORS & YOUTH

Guests: County Youth Bureau: Dr. DaMia Harris Madden, Executive Director and Bernie Dean, Financial Administrator

[2023-98](#)

ACT-Grant Agreements-NYSOFA & IMAs with Municipalities

AN ACT authorizing the County of Westchester to enter into grant agreements with the New York State Office for the Aging to accept grant funds from New York State under the Community Services for Elderly Program, the Congregate Services Initiative Program, the Caregiver Resource Center Program, the Expanded In-home Services for the Elderly

Program, the New York State Transportation Program, the Wellness in Nutrition Program, the Nutrition Services Incentive Program, the Unmet Need Program and the New York Connects Expansion and Enhancement Program, and to also enter into inter-municipal agreements with local municipalities for services to be funded by some of said grants.

COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND SENIORS & YOUTH

Guests: Dept. of Senior Programs and Services: Mae Carpenter, Commissioner; Jeanne Pici, Deputy Commissioner; Sandra Brown, Director of Program Development; Agnes Nowak, Director of Program Development

II. OTHER BUSINESS

III. RECEIVE & FILE

ADJOURNMENT

**THE HONORABLE BOARD OF LEGISLATORS
THE COUNTY OF WESTCHESTER**

Your Committee is in receipt of a communication from the County Executive recommending the adoption of an Act which, if approved by your Honorable Board, would authorize the County of Westchester (the “County”), acting by and through its Youth Bureau, to enter into inter-municipal agreements (“IMAs”) with the Cities of Mount Vernon, New Rochelle, Ossining, Peekskill, White Plains, and Yonkers (the “Municipalities”), pursuant to which the Municipalities, acting by and through their respective Youth Bureaus would provide positive youth development programs under the County’s “Invest In Kids” Program (individually, the “Program,” and collectively, “the Programs”), for the period from January 1, 2023 through December 31, 2025, in an amount not to exceed Two Million Fifty-Six Thousand Fifty-Nine (\$2,056,059) Dollars, comprised of County share and Municipalities match, payable as follows:

MUNICIPALITY	PROGRAM NAME	YEAR	IIK AWARD	MUNICIPALITY MATCH	TOTAL AGREEMENT AMOUNT
Mount Vernon Youth Bureau					
	GEM's	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Contract Amount:		\$150,000.00	\$80,769.00	\$230,769.00
New Rochelle Youth Bureau					
	STEP University	2023	\$46,422.00	\$24,996.00	\$71,418.00
		2024	\$46,422.00	\$24,996.00	\$71,418.00
		2025	\$46,422.00	\$24,996.00	\$71,418.00
	Total Contract Amount:		\$139,266.00	\$74,988.00	\$214,254.00
Ossining Youth Bureau					
	Water Safety	2023	\$49,058.00	\$26,416.00	\$75,474.00
		2024	\$49,058.00	\$26,416.00	\$75,474.00
		2025	\$49,058.00	\$26,416.00	\$75,474.00
	Total Component Amount:		\$147,174.00	\$79,248.00	\$226,422.00
	Ossining Youth Engaged in Success	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Component Amount:		\$150,000.00	\$80,769.00	\$230,769.00
	Total Contract Amount:		\$297,174.00	\$160,017.00	\$457,191.00
Peekskill Youth Bureau					
	Project Elevate	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Contract Amount:		\$150,000.00	\$80,769.00	\$230,769.00
White Plains Youth Bureau					
	Step Up Boys	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Component Amount:		\$150,000.00	\$80,769.00	\$230,769.00
	Health & Fit For Life	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Component Amount:		\$150,000.00	\$80,769.00	\$230,769.00
	Youth Court/Social Justice	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Component Amount:		\$150,000.00	\$80,769.00	\$230,769.00
	Total Contract Amount:		\$450,000.00	\$242,307.00	\$692,307.00
Yonkers Youth Bureau					
	Yonkers Social Circus	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
	Total Contract Amount:		\$150,000.00	\$80,769.00	\$230,769.00

	IIK	Match	Total Amounts
2023	\$445,480.00	\$239,873.00	\$685,353.00
2024	\$445,480.00	\$239,873.00	\$685,353.00
2025	\$445,480.00	\$239,873.00	\$685,353.00
	\$1,336,440.00	\$719,619.00	\$2,056,059.00

The total aggregate amount of \$2,056,059, is comprised of \$1,336,440 County share and \$719,619 Municipalities' match over the three years.

The proposed IMAs are normally exempt from the Westchester County Procurement Policy and Procedures pursuant to section 3(a) xviii thereof. Nevertheless, a Request for Proposal ("RFP") was issued and the Programs were selected based upon responses to an open request for proposals ("RFP") for positive youth development programs. The Programs will address the needs of approximately 560 at-risk youth aged 0-21 years. The Programs use positive youth development models to focus on providing opportunities for at risk youth to actively acquire the skills and abilities needed to grow up to be competent, caring and healthy adults.

Pursuant to the proposed IMAs, the Municipalities will provide unique youth development initiatives offering positive youth development programs for the County's most vulnerable population. The Programs will implement evidence-based curriculum that targets specific areas of positive youth development. The Programs will administer internal controls to collect and analyze qualitative and quantitative outcomes to measure the efficacy of program goals and their ability to increase positive youth development. Program outcomes will be tracked and monitored by evaluation of the Programs' data; monthly, quarterly, and annual reports submitted to the County Youth Bureau, and through site visits by the County Youth Bureau Program monitors. The Programs anticipate outcomes of positive skills attainment, social competencies and an increased measure of positive youth development across all measurable areas. Please see a brief synopsis of the program descriptions below:

The purpose of the Mount Vernon Youth Bureau's Girls Embracing Maturity ("GEM") Program is to equip young girls with the core competencies, lifelong skillsets, and attributes that are required for positive maturation. The program will target at-risk middle school-aged girls ages 11-15, who reside in neighborhoods with significant levels of crime and poverty in need of social, physical and emotional support.

The purpose of the New Rochelle Youth Bureau's Science and Technology Entry Program ("STEP") University program is to serve elementary-aged and high school-aged youth in New Rochelle, with the high school youth serving as mentors for the elementary youth. The purpose of STEP University is to create an atmosphere of unity and diversification through stepping and group activity.

The purpose of the Ossining Youth Bureau's Water Safety program is to provide Ossining youth ages 1-18 years old with free swimming instruction to ensure they have the necessary water safety knowledge and swimming skills to take greater advantage of Ossining's riverfront activities including swimming, kayaking, and paddle boarding.

The goal of the Ossining Youth Bureau's Youth Engaged in Success is to encourage engagement with the school and community to minimize risky behaviors, promote positive youth development, and build and enhance resiliency skills in youth from grades 6-8. The program will address Ossining's lack of out-of-school extended day programs for its middle school-aged youth.

The Peekskill Youth Bureau's Project Elevate Program will engage youth afterschool and one Saturday per month. The goal of the program is to prepare youth to graduate from high school, build civic responsibility, enhance health and wellness, acquire work readiness skills and establish healthy relationships.

The White Plains Youth Bureau's Step Up! For Boys is a dropout prevention program that offers individual case management services to individuals, groups, and families to assess and strengthen problem areas in life, school, career, and potentially advocate for the success of the individuals involved in the program.

The White Plains Youth Bureau's Healthy & Fit for Life Program encourages youth to incorporate good nutrition and fitness into their daily lives and provides counseling support to address the barriers that prevent leading a safe, healthy, and drug-free life. The goal of this program is to help youth develop various facets of their personalities which support positive growth and skills at every age of development.

The White Plains Youth Bureau's Social Justice program seeks to reduce the recurring involvement of youth, ages 13-18 years, with the justice system by providing alternatives to incarceration through Youth Court and peer advocacy. Additionally, the program also provides youth ages 14-16 years with opportunities to develop their interest in pursuing careers in justice and law by serving as Youth Officers.

The Yonkers Youth Bureau's Social Circus program addresses the need of a safe space for youth struggling with social development, acceptance, and feeling a sense of community. The goal of the program is to empower youth by teaching them basic circus skills that will teach them leadership skills, self-confidence, employment training, and mental health awareness.

Your Committee has been advised that the proposed IMAs do not meet the definition of an action under the New York State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617. Please refer to the memorandum from the Department of Planning dated January 12, 2023, which is on file with the Clerk of your Honorable Board. Your Committee has reviewed this analysis and concurs with this conclusion.

Your Committee has carefully considered this matter and has concluded that it is in the best interest of the County to adopt an Act to authorize the County to enter into these IMAs. It should be noted that an affirmative vote of a majority of the members of your Honorable Board is required in order to adopt the attached Act. Accordingly, your Committee recommends the annexed proposed Act for adoption.

Dated: _____, 20____
White Plains, New York

COMMITTEE ON

s/mg/2-22-23
as-3-24-23

FISCAL IMPACT STATEMENT

SUBJECT: Invest In Kids - 2023

NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 445,480

Total Current Year Revenue \$ 200,000

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations Additional Appropriations Other (explain)

Identify Accounts: Operating Acct: 101-11-0400-4380; Recovery 101-11-0400-9508

Potential Related Operating Budget Expenses: Annual Amount \$ 445,480

Describe: Invest in Kids, White Plains Youth Bureau \$150,000 (3); Mount Youth Bureau \$50,000 (1); New Rochelle Youth \$46,422 (1); Ossining Youth Bureau \$99,058 (2); Peekskill Youth Bureau \$50,000 and Yonkers \$50,000 (1)

Potential Related Revenues: Annual Amount \$ 200,000

Describe: IDA with DSS includes: White Plains YB Programs \$150,000 (3) and Peekskill YB Programs \$50,000 (1)

Anticipated Savings to County and/or Impact on Department Operations:

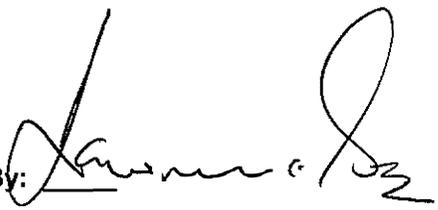
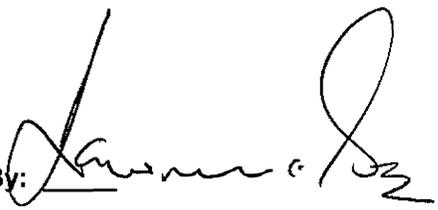
Current Year: \$ 0.00

Next Four years: Same as above

Prepared by: Bernie Dear 

Title: Financial Administrator

Department: CEO/Youth Bureau


Reviewed By: 

Budget Director

3/6/23

If you need more space, please attach additional sheets.

ACT NO. 2023 - ____

AN ACT authorizing the County of Westchester to enter into inter-municipal agreements with the Cities of Mount Vernon, New Rochelle, Ossining, Peekskill, White Plains, and Yonkers, acting by and through their Youth Bureaus, for the provision of positive youth development programs under the County's "Invest In Kids" Program.

BE IT ENACTED, by the Board of Legislators of the County of Westchester as follows:

Section 1. The County of Westchester ("County") is hereby authorized to enter into inter-municipal agreements ("IMAs") with the Cities of Mount Vernon, New Rochelle, Ossining, Peekskill, White Plains, and Yonkers, acting by and through their Youth Bureaus ("Municipalities"), for the period from January 1, 2023 through December 31, 2025, in an amount not to exceed Two Million Fifty-Six Thousand Fifty-Nine (\$2,056,059) Dollars, comprised of County share and Municipalities match, pursuant to which the Municipalities will provide their Positive Youth Development Programs as follows:

MUNICIPALITY*	PROGRAM NAME	YEAR	IIK AWARD	MUNICIPALITY MATCH	TOTAL AGREEMENT AMOUNT
Mount Vernon Youth Bureau					
	GEM's	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Contract Amount:	\$150,000.00	\$80,769.00	\$230,769.00
New Rochelle Youth Bureau					
	STEP University	2023	\$46,422.00	\$24,996.00	\$71,418.00
		2024	\$46,422.00	\$24,996.00	\$71,418.00
		2025	\$46,422.00	\$24,996.00	\$71,418.00
		Total Contract Amount:	\$139,266.00	\$74,988.00	\$214,254.00
Ossining Youth Bureau					
	Water Safety	2023	\$49,058.00	\$26,416.00	\$75,474.00
		2024	\$49,058.00	\$26,416.00	\$75,474.00
		2025	\$49,058.00	\$26,416.00	\$75,474.00
		Total Component Amount:	\$147,174.00	\$79,248.00	\$226,422.00
	Ossining Youth Engaged in Success	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Component Amount:	\$150,000.00	\$80,769.00	\$230,769.00
		Total Contract Amount:	\$297,174.00	\$160,017.00	\$457,191.00
Peekskill Youth Bureau					
	Project Elevate	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Contract Amount:	\$150,000.00	\$80,769.00	\$230,769.00
White Plains Youth Bureau					
	Step Up Boys	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Component Amount:	\$150,000.00	\$80,769.00	\$230,769.00
	Health & Fit For Life	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Component Amount:	\$150,000.00	\$80,769.00	\$230,769.00
	Youth Court/Social Justice	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Component Amount:	\$150,000.00	\$80,769.00	\$230,769.00
		Total Contract Amount:	\$450,000.00	\$242,307.00	\$692,307.00
Yonkers Youth Bureau					
	Yonkers Social Circus	2023	\$50,000.00	\$26,923.00	\$76,923.00
		2024	\$50,000.00	\$26,923.00	\$76,923.00
		2025	\$50,000.00	\$26,923.00	\$76,923.00
		Total Contract Amount:	\$150,000.00	\$80,769.00	\$230,769.00

	IIK	Match	Total Amounts
2023	\$445,480.00	\$239,873.00	\$685,353.00
2024	\$445,480.00	\$239,873.00	\$685,353.00
2025	\$445,480.00	\$239,873.00	\$685,353.00
	\$1,336,440.00	\$719,619.00	\$2,056,059.00

§2. The County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents appropriate and necessary to effectuate the purposes hereof.

§3. This Act shall take effect immediately.

INTER-MUNICIPAL AGREEMENT

THIS INTER-MUNICIPAL AGREEMENT (“Agreement”), made the ____ day of _____, 20__ by and between

THE COUNTY OF WESTCHESTER, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 Martine Avenue, White Plains, New York 10601, (hereinafter referred to as the “County”),

and

MUNICIPALITY, ACTING BY AND THROUGH ITS YOUTH BUREAU, a municipal corporation of the State of New York, having an office and place of business at Address (hereinafter referred to as the “Municipality”).

WITNESSETH:

WHEREAS, the County desires that the Municipality provide a Positive Youth Development Program(s) in accordance with the Request for Proposal (“RFP”) for the County’s “Invest In Kids” Program; and

WHEREAS, the Municipality has proposed to provide such a Positive Youth Development Program(s), in response to the RFP; and

NOW, THEREFORE, in consideration of the promises and the covenants and agreements herein contained, the parties hereto agree as follows:

FIRST: The Municipality shall provide a Youth Development Program(s), namely the _____ Program (the “Program”), as more fully described in Schedule “A,” which is attached hereto and made a part hereof (the “Work”).

SECOND: The term of this Agreement shall commence on January 1, 2023 and shall terminate on December 31, 2025, unless terminated earlier pursuant to the provisions of this Agreement. The term of this Agreement may only be extended by the Westchester County Youth Bureau Executive Director (the “Director”) in writing, subject to any applicable legal approvals.

The Municipality shall report to the County on its progress toward completing the Work, as the Director may request, and shall immediately inform the Director in writing of any cause for delay in the performance of its obligations under this Agreement.

THIRD: The *total* cost of the Work, including County funds and the Municipality contribution, shall not exceed _____ (\$ _____) Dollars. Funds for this Work shall be obtained as follows:

The Municipality shall contribute an amount not less than _____ (\$ _____) Dollars to the Work. The Municipality's contribution shall be made in the form set forth in the approved budget, attached hereto as Schedule "B" and made a part hereof ("Budget"). The County shall reimburse the Municipality an amount not to exceed _____ (\$ _____) Dollars, which the Municipality shall use to provide the Program as more particularly described in Schedule "A" and as budgeted in Schedule "B," payable quarterly, upon receipt and approval by the Office of the Westchester County Attorney of any claims submitted during such period of time.

Except as otherwise expressly stated in this Agreement, no payment shall be made by the County to the Municipality for out of pocket expenses or disbursements made in connection with the services rendered or the Work to be performed hereunder.

The Municipality shall provide the County with a report to be submitted within thirty (30) days of execution of this Agreement which shall set forth in detail the services performed under the Agreement, the activities, progress and accomplishments under the Agreement, the amount of funds expended for each task performed and the extent and manner in which the goals, objectives and standards established for the Agreement have been met by the Municipality. The above report shall be certified by an officer or director of the Municipality.

The County shall have the right, at its option and at its sole cost and expense, to audit such books and records of the Municipality as are reasonably pertinent to this Agreement to substantiate the basis for payment. The County may withhold payment of funds hereunder for cause found in the course of an audit or because of failure of the Municipality to cooperate with an audit. The County shall, in addition, have the right to audit such books and records subsequent to payment, if

such audit is commenced within one (1) year following termination of this Agreement, and to perform random audits during the term of this Agreement. In the event an audit performed by the County reflects overpayment by the County or that monies were not fully expended or that monies were improperly expended, then the Municipality shall reimburse to the County the cost of such audit (if the audit was done by the County or on the County's behalf) and the amount of such overpayment, underpayment or improper payment, within thirty (30) days of notice from the County.

The Municipality further agrees to permit designated employees or agents of the County reasonable on-site inspection of the work being performed by the Municipality under this Agreement, its books, accounts, financial audits and records and agrees to keep records necessary to disclose fully the receipt and disposition of funds received under this Agreement. Unless the County shall, in writing, advise the Municipality to the contrary, the Municipality shall retain all financial records related to this Agreement for a period of ten years after the expiration or termination of this Agreement.

In no event shall final payment be made to the Municipality prior to completion of all services, the submission of reports and the approval of same by the County Executive or his duly authorized designee.

FOURTH: The Municipality understands and acknowledges that the County currently maintains a Vendor Document Repository at <http://www.westchestergov.com/vendorportal> (the "Repository") into which the Municipality may upload a scanned image of one or more of the schedules and/or supporting documents that the Municipality is required to provide to the County for this Agreement (the "Required Documents").

The Municipality further understands and acknowledges that if the Municipality chooses to use the Repository to provide to the County one or more of the Required Documents (each document so provided, a "Repository Document"):

- a.) The Municipality is doing so voluntarily, as required by New York State Technology Law Sections 305 and 309;

- b.) The Municipality represents and warrants that any and all information in each Repository Document is complete and accurate in all respects;
- c.) In the event that any information in a Repository Document must be changed, the Municipality shall upload an updated version of such document for this Agreement within ten (10) business days of the need for such change arising; and
- d.) Notwithstanding any other provision of this Agreement, the Municipality must, at a minimum, update each Repository Document at least once per calendar year.

FIFTH: The Municipality agrees to procure and maintain insurance naming the County as additional insured, as provided and described in Schedule "C," entitled "Standard Insurance Provisions", which is attached hereto and made a part hereof. In addition to, and not in limitation of the insurance provisions contained in Schedule "C," the Municipality agrees:

(a) that except for the amount, if any, of damage contributed to, caused by, or resulting from the sole negligence of the County, the Municipality shall indemnify and hold harmless the County, its officers, employees, agents, and elected officials from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Municipality or third parties under the direction or control of the Municipality; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto; and

(c) In the event the Municipality does not provide the above defense and indemnification to the County, and such refusal or denial to provide the above defense and indemnification is found to be in breach of this provision, then the Municipality shall reimburse the County's reasonable attorney's fees incurred in connection with the defense of any action, and in connection with enforcing this provision of the Agreement.

SIXTH: (a) The County reserves the right to cancel this Agreement on thirty (30) days' prior written notice to the Municipality when it deems it to be in its best interests to do so. In such event, the Municipality shall be compensated and the County shall be liable only for payment for

services already rendered under this Agreement prior to the effective date of termination at the rates specified in Schedule "B."

In the event of a dispute as to the value of the services rendered by the Municipality prior to the date of termination, it is understood and agreed that the County shall determine the value of such services rendered by the Municipality. Such reasonable and good faith determination shall be accepted by the Municipality as final.

(b) In the event the County determines that there has been a material breach by the Municipality of any of the terms of the Agreement and such breach remains uncured for ten (10) days after service on the Municipality of written notice thereof, the County, in addition to any other right or remedy it might have, may terminate this Agreement and the County shall have the right, power and authority to complete the services provided for in this Agreement, or contract for their completion, and any additional expense or cost of such completion shall be charged to and paid by the Municipality. Notice hereunder shall be effective on the date of receipt.

SEVENTH: The Municipality shall comply, at its own expense, with the provisions of all applicable state and municipal requirements and with all state and federal laws applicable to this Agreement and the Municipality.

EIGHTH: The Agreement shall not be enforceable unless signed by the parties and approved by the Office of the County Attorney.

NINTH: The parties recognize and acknowledge that the obligations of the County under this Agreement are subject to annual appropriations by its Board of Legislators pursuant to the Laws of Westchester County. Therefore, this Agreement shall be deemed executory only to the extent of the monies appropriated and available. The County shall have no liability under this Agreement beyond funds appropriated and available for payment pursuant to this Agreement. The parties understand and intend that the obligation of the County hereunder shall constitute a current expense of the County and shall not in any way be construed to be a debt of the County in contravention of any applicable constitutional or statutory limitations or requirements concerning

the creation of indebtedness by the County, nor shall anything contained in this Agreement constitute a pledge of the general tax revenues, funds or moneys of the County. The County shall pay amounts due under this Agreement exclusively from legally available funds appropriated for this purpose. The County shall retain the right, upon the occurrence of the adoption of any County Budget by its Board of Legislators during the term of this Agreement or any amendments thereto, and for a reasonable period of time after such adoption(s), to conduct an analysis of the impacts of any such County Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates set forth herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

This Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

TENTH: All notices given pursuant to this Agreement shall be in writing and effective on mailing. All notices shall be sent by registered or certified mail, return receipt requested and mailed to the following addresses:

To the County: Executive Director – Youth Bureau
 112 E. Post Road, 3rd floor
 White Plains, New York 10601

with a copy to: County Attorney
 Michaelian Office Building, Room 600
 148 Martine Avenue
 White Plains, New York 10601

to the Municipality: Executive Director
Municipality
Street Address
City, State Zip

or to such other addresses as may be specified by the parties hereto in writing.

ELEVENTH: Failure of the County to insist, in any one or more instances, upon strict performance of any term or condition herein contained shall not be deemed a waiver or relinquishment of such term or condition, but the same shall remain in full force and effect. Acceptance by the County of any Work or the payment of any fee or reimbursement due hereunder with knowledge of a breach of any term or condition hereof, shall not be deemed a waiver of any such breach and no waiver by the County of any provision hereof shall be implied.

Schedule "E" is a form entitled, "Westchester County Youth Bureau Corrective Action Request". This is a sample form that the Municipality can expect to receive if one or more areas where corrective action is required have been identified.

TWELFTH: This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and shall supersede all previous negotiations, comments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

In the event of any conflict between the terms of this Agreement and the terms of any schedule or attachment hereto, it is understood that the terms of this Agreement shall be controlling with respect to any interpretation of the meaning and intent of the parties.

THIRTEENTH: This Agreement is entered into solely between, and may be enforced only by, the County and the Municipality and shall not be deemed to create any rights in third parties, or to create any obligations of a party to any such third parties.

FOURTEENTH: The Municipality shall not delegate any duties or assign any of its rights under this Agreement without the prior express written consent of the County. The Municipality shall not subcontract any part of the Work without the express written consent of the County, subject to any necessary legal approvals. Any purported delegation of duties, assignment of rights or subcontracting of Work under this Agreement without the prior express written consent of the County is void. All subcontracts that have received such prior written consent shall provide that subcontractors are subject to all terms and conditions set forth in this Agreement. It is recognized and understood by the Municipality that for the purposes of this Agreement, all Work performed by a County-approved subcontractor shall be deemed Work performed by the Municipality and the Municipality shall insure that such subcontracted work is subject to the material terms and conditions of this Agreement. All subcontracts for the Work shall expressly reference the subcontractor's duty to comply with the material terms and conditions of this Agreement and shall attach a copy of the County's contract with the Municipality. The Municipality shall obtain a written acknowledgement from the owner and/or chief executive of subcontractor or his/her duly authorized representative that the subcontractor has received a copy of the County's contract, read it and is familiar with the material terms and conditions thereof. The Municipality shall include provisions in its subcontracts designed to ensure that the Municipality and/or its auditor has the right to examine all relevant books, records, documents or electronic data of the subcontractor necessary to review the subcontractor's compliance with the material terms and conditions of this Agreement.

FIFTEENTH: The Municipality expressly agrees that neither it nor any contractor, subcontractor, employee, or any other person acting on its behalf shall discriminate against or intimidate any employee or other individual on the basis of race, creed, religion, color, gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status, genetic predisposition or carrier status during the term of or in connection with this Agreement, as those terms may be defined in Chapter 700 of the Laws of Westchester County. The Municipality acknowledges and understands that the County maintains a zero tolerance policy prohibiting all forms of harassment or discrimination against its employees by co-workers, supervisors, vendors, contractors, or others.

SIXTEENTH: This Agreement shall be construed and enforced in accordance with the Laws of the State of New York.

IN WITNESS WHEREOF, the County and the Municipality have caused this Agreement to be executed:

THE COUNTY OF WESTCHESTER

By: _____

Name:

Title:

THE MUNICIPALITY

By: _____

Name:

Title:

Approved by the Westchester County Board of Legislators of the County of Westchester by Act No. 2023 - _____

Approved:

Assistant County Attorney
The County of Westchester

MUNICIPALITY ACKNOWLEDGMENT

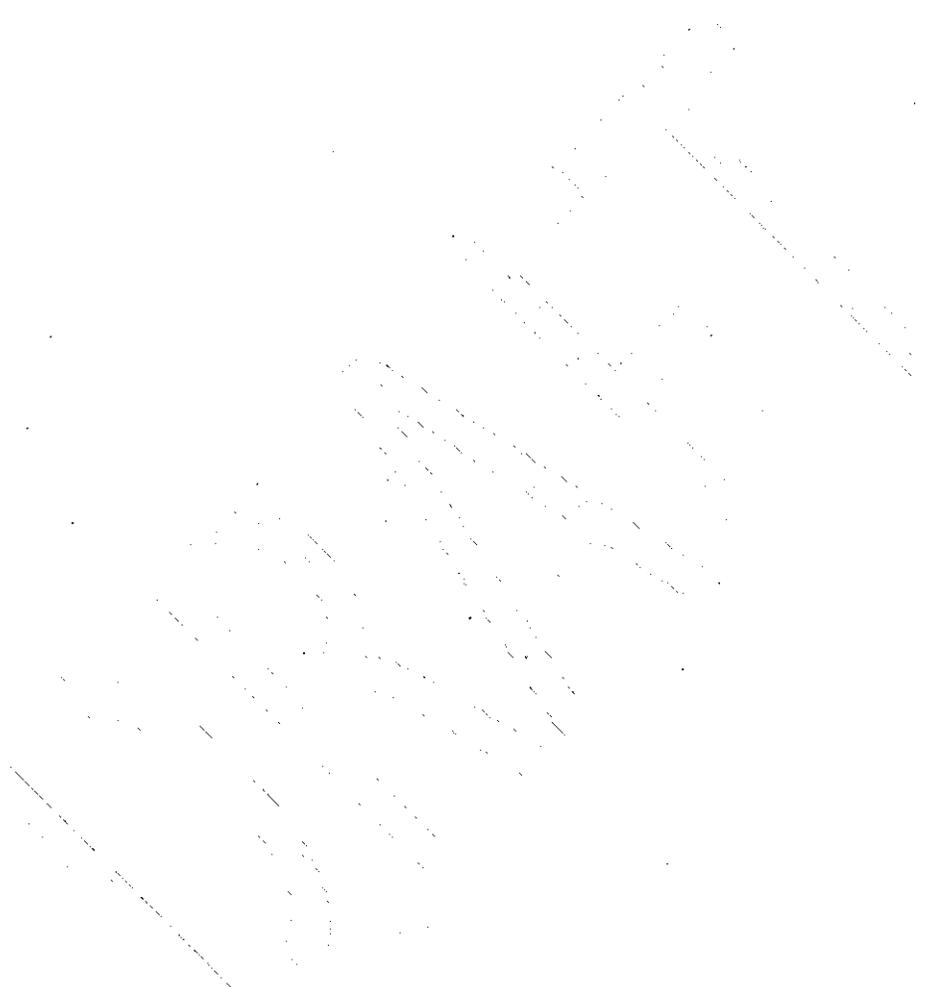
(Municipal Corporation)

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

On this _____ day of _____, 20_____, before me personally came _____ to me known, and known to me to be the _____ of _____, the corporation described in and which executed the within instrument, who being by me duly sworn did depose and say that he/she, the said _____ resides at _____ and that he/she is _____ of said corporation and knows the corporate seal of the said corporation; that the seal affixed to the within instrument is such corporate seal and that it was so affixed by order of the Board of Directors of said corporation, and that he/she signed his name thereto by like order.

Notary Public

SCHEDULE "A"
SCOPE OF WORK



SCHEDULE "B"
BUDGET

WESTCHESTER COUNTY YOUTH BUREAU
FISCAL REQUIREMENTS AND POLICIES

Westchester County Youth Bureau funds many different programs in each budget year. This material is designed to clarify the Bureau's fiscal requirements and policies regarding these programs. If questions arise, please contact the Youth Bureau at (914) 995-2755.

Below is a list of current funding categories:

Local Tax Levy: This program funds up to 65 % (County) of approved expenses.

All expenditures must be made in accordance with an approved budget, including any budget amendments. Programs funded by the Youth Bureau must file listings of all program expenses paid prior to receiving funds. A Program Expenditure Summary and applicable Program Expenditure Reports must be filed for each program. Listed below is a summary of the forms, which make up completed claim forms for reimbursement of program expenses:

<u>Type of Funding</u>	<u>Name of Form</u>	<u>Form Number</u>
Local Tax Levy	Program Expenditure Summary	IIK0001
	Salaries Report	IIK1000
	Fringe Benefits Report	IIK1001
	Consultants, Contracted Services & Stipends Report	IIK2001
	Supplies	IIK3001
	Rent	IIK3002
	Utilities	IIK3003
	Telecommunications	IIK3004
	Travel	IIK3005
	Insurance	IIK3006
	Miscellaneous	IIK3007

These Youth Bureau Forms can be downloaded from Youth Bureau website at <http://youth.westchestergov.com/budget-forms>

All claims should be submitted in original and must have original signature. The Contract Number must be entered on all the claim forms for Local Tax Levy Programs. The Executive Director or another authorized official of the agency must make the certification on the Program Expenditure Summary report.

All claims should be prepared and submitted quarterly. These quarterly claims should be submitted not later than the 20th date of the month following the end of the quarter, except the 4th quarter which is due on January 10th of the following year.

Only 2 budget modification requests will be accepted within the program calendar year. Budget modification requests are not retro to prior quarters. Final budget modifications must be requested no later than October 30.

Copies of back-up documents should be submitted with the expenditure reports. Listed below is a summary of the back-up documents for various expenses:

Type of Expense

Salary & Wages
Fringe Benefits
Consultant/Contracted Services
Stipend
All Other Expenditures
Employee Exp. Reimbursement

Back-up Documents

Payroll Register and Proof of Payment
Invoice from the Vendor and Proof of Payment
Signed Agreement, Invoice and Proof of Payment
Time Sheet and Proof of Payment
Invoice from the Vendor and Proof of Payment
Employee Exp. Request Form, Receipt, and Proof of Payment.

The Youth Bureau audits each claim against appropriate Westchester County and NY State Finance Law, Rules & Regulations, Fiscal Policies & Procedures, and the approved budget of each program and any approved budget amendments. Claims with calculation errors, and not submitted in accordance with Fiscal Policies & Procedures and approved budget will be returned. All claims must be sent to:

Westchester County Youth Bureau
112 East Post Road, 3rd Floor
White Plains, NY 10601

SCHEDULE "C"
STANDARD INSURANCE PROVISIONS
(Youth & Human Services)

1. Prior to commencing work, and throughout the term of the Agreement, the Municipality shall obtain at its own cost and expense the required insurance as delineated below from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. The Municipality shall provide evidence of such insurance to the County of Westchester ("County"), either by providing a copy of policies and/or certificates as may be required and approved by the Director of Risk Management of the County ("Director"). The policies or certificates thereof shall provide that ten (10) days prior to cancellation or material change in the policy, notices of same shall be given to the Director either by overnight mail or personal delivery for all of the following stated insurance policies. All notices shall name the Municipality and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the Director, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Director, the Municipality shall upon notice to that effect from the County, promptly obtain a new policy, and submit the policy or the certificate as requested by the Director to the Office of Risk Management of the County for approval by the Director. Upon failure of the Municipality to furnish, deliver and maintain such insurance, the Agreement, at the election of the County, may be declared suspended, discontinued or terminated.

Failure of the Municipality to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Municipality from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Municipality concerning indemnification.

All property losses shall be made payable to the "County of Westchester" and adjusted with the appropriate County personnel.

In the event that claims, for which the County may be liable, in excess of the insured amounts provided herein are filed by reason of Municipality's negligent acts or omissions under the Agreement or by virtue of the provisions of the labor law or other statute or any other reason, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Municipality until such time as the Municipality shall furnish such additional security covering such claims in form satisfactory to the Director.

In the event of any loss, if the Municipality maintains broader coverage and/or higher limits than the minimums identified herein, the County shall be entitled to the broader coverage and/or higher limits maintained by the Municipality. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

2. The Municipality shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the Agreement):

a) Workers' Compensation and Employer's Liability. Certificate form C-105.2 or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: <http://www.wcb.ny.gov>.

If the employer is self-insured for Workers' Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

b) Commercial General Liability Insurance with a combined single limit of \$1,000,000 (c.s.1) per occurrence and a \$2,000,000 aggregate limit naming the "County of Westchester" as an additional insured on a primary and non-contributory basis. This insurance shall include the following coverages:

- i. Premises - Operations.
- ii. Broad Form Contractual.
- iii. Independent Contractor and Sub-Contractor.
- iv. Products and Completed Operations.

c) Commercial Umbrella/Excess Insurance: \$2,000,000 each Occurrence and Aggregate naming the "County of Westchester" as additional insured, written on a "follow the form" basis.

NOTE: Additional insured status shall be provided by standard or other endorsement that extends coverage to the County of Westchester for both on-going and completed operations.

d) Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages and name the "County of Westchester" as additional insured:

- i. Owned automobiles.
- ii. Hired automobiles.
- iii. Non-owned automobiles.

e) Abuse and Molestation Liability, either by separate policy of insurance or through endorsement to the General Liability Policy or Professional Liability Policy. (Limits of \$1,000,000.00 per occurrence/2,000,000 aggregate). This insurance shall include coverage for the following, including coverage for client on client, counselor client, and third parties:

- i. Misconduct
- ii. Abuse (including both physical and sexual)
- iii. Molestation

3. All policies of the Municipality shall be endorsed to contain the following clauses:

a) Insurers shall have no right to recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

b) The clause "other insurance provisions" in a policy in which the County is named as an insured, shall not apply to the County.

c) The insurance companies issuing the policy or policies shall have no recourse against the County (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

d) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the Municipality.

Electronic Funds Transfer (EFT) Vendor Direct Payment Authorization Form

GENERAL INSTRUCTIONS

Please complete both sections of the Vendor Direct Payment Authorization Form and forward the completed form (along with a voided check for the account to which you want your payments credited) to:

Section I - VENDOR INFORMATION

1. Provide the name of the vendor as it appears on the W-9 form.
2. Enter the vendor's Taxpayer ID number or Social Security Number as it appears on the W-9 form.
3. Enter the vendor's complete primary address (not a P.O. Box).
4. Provide the name and telephone number of the vendor's contact person.
5. Enter the business e-mail address for the remittance notification. **THIS IS VERY IMPORTANT.** This is the e-mail address that we will use to send you notification and remittance information two days prior to the payment being credited to your bank account. We suggest that you provide a group mailbox (if applicable) for your e-mail address. You may also designate multiple e-mail addresses.
6. Please have an authorized Payee/Company official sign and date the form and include his/her title.

Section II - FINANCIAL INSTITUTION INFORMATION

7. Provide bank's name.
8. Provide the complete address of your bank.
9. Enter your bank's 9 digit routing transit number.
10. Indicate the type of account (check one box only).
11. Enter the vendor's bank account number.
12. Enter the title of the vendor's account.
13. Provide the name and telephone number of your bank contact person.
14. If you are directing your payments to a Savings Account OR you can not attach a voided check for your checking account, this line needs to be completed and signed by an authorized bank official. **IF YOU DO ATTACH A VOIDED CHECK FOR A CHECKING ACCOUNT, YOU MAY LEAVE THIS LINE BLANK.**

general 11/08

SCHEDULE "E"
SAMPLE CORRECTIVE ACTION REQUEST FORM



George Latimer, County Executive
Dr. DaMia Harris-Madden, Executive Director
Youth Bureau



**Westchester County Youth Bureau
Corrective Action Request**

The purpose of this form sent on _____ (date) is to notify _____ (agency name) of action needed regarding _____ (program name).

Monitoring of the abovementioned program has identified one or more areas where corrective action is needed. Please see the item(s) checked below along with monitor notes for the appropriate plan of action. All request for corrective action(s) must be addressed within 30 days of the notice.

- Monthly Statistical Report(s) are outstanding. Please see monitor notes below for action and correction details.
- Quarterly Statistical Report(s) are outstanding. Please see monitor notes below for action and correction details.
- Annual Report is outstanding. Please see monitor notes below for action and correction details.
- Failure to respond to site visit request(s). Please see monitor notes below for action and correction details.
- Failure to submit fiscal claim(s). Please see monitor notes below for action and correction details.

Monitor Notes:

Thank you for your immediate attention to this matter and for your cooperation with making the appropriate action and/or corrections. Questions or concerns can be sent to the Program Monitor at the contact listed below.

_____ Program Monitor Name _____

_____ Program Monitor Email _____

112 East Post Road 3rd fl.
White Plains, New York 10601

Telephone: (914) 995-2745
Fax: (914) 995-3871

Website: www.westchestergov.com/youth

MAILED WITH 25

21

RECEIVED

George Latimer
County Executive

March 8, 2023

Westchester County Board of Legislators
800 Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your review and approval is an act (the "Act") which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into grant agreements (the "Grant Agreements") with the New York State Office for the Aging ("NYSOFA") to accept grant funds made available to the County from New York State (the "State") under the Community Services for the Elderly Program ("CSE"), the Congregate Services Initiative Program ("CSI"), the Caregiver Resource Center Program ("CRC"), the Expanded In-home Services for the Elderly Program ("EISEP"), the New York State Transportation Program ("NYSTP"), the Wellness in Nutrition Program ("WIN"), the Nutrition Services Incentive Program ("NSIP"), the Unmet Need Program ("UNMET NEED"), and the New York Connects Expansion and Enhancement Program ("NY CONNECTS") (collectively, the "Programs"), in the total aggregate not-to-exceed amounts set forth below. The Grant Agreements will be for a term commencing on April 1, 2023 and continuing through March 31, 2024, except for the NSIP Grant Agreement, which will be for a term commencing retroactive to October 1, 2022 and continuing through September 30, 2023. Additionally, authority is requested to enter into inter-municipal agreements ("IMAs") with the municipalities listed in the attached Exhibit "A" for services to be funded with grant funds received from NYSOFA under the Grant Agreements for CSE, EISEP, NYSTP and WIN & NSIP, in the total aggregate not-to-exceed amounts set forth below, for terms corresponding to the term of each Grant Agreement, with specific allocations for each IMA to be determined at the discretion of the Commissioner of the Department.

Grant Amounts

CSE	CSI	CRC	EISEP	NYSTP	WIN & NSIP
\$ 1,620,270	\$20,806	\$19,611	\$2,536,575	\$54,074	\$1,213,575

UNMET NEED	NY CONNECTS
\$1,036,658	\$653,982

IMAs

CSE	CSI	CRC	EISEP	NYSTP	WIN & NSIP
\$253,019	\$0	\$0	\$97,352	\$54,074	\$903,172

UNMET NEED

NY CONNECTS

\$0

\$0

The services to be provided under the IMAs with the grant funds received from NYSOFA under CSE, EISEP, NYSTP, and WIN & NSIP will include: case management, home-delivered meals, information, assistance, repairs & vehicle expenses and transportation. With the exception of the grant funds received under NYSTP, a portion of the grant funds under these Programs will be used directly by the Department for Area Agency Administration and direct services to seniors. Additionally, with the exception of NYSTP and WIN & NSIP, the remaining portion of the grant funds under these Programs will be allocated for various contracts with non-municipal agencies for services to seniors, noting that a portion of the CSE grant funds will also be allocated for inter-departmental agreements with Westchester Community College to provide certain services to seniors.

It should be noted that no services will be provided under IMAs with the grant funds received from NYSOFA under CRC, CSI, and UNMET NEED. Instead, these funds will be allocated for contracts with non-municipal agencies to provide various services to seniors, noting that a portion of the grant funds under UNMET NEED will also be used directly by the Department for Area Agency Administration and direct services to seniors. Similarly, no services will be provided under IMAs with the grant funds received from NYSOFA under NY CONNECTS. Instead, these funds will be allocated for information contacts services to be provided by the Department, the Westchester County Department of Social Services, and the Westchester County Office for the Disabled.

Your Honorable Board has previously approved similar legislation pursuant to Act No. 39 – 2022, as amended by Act No. 157-2022. However, the existing authorization will expire on March 31, 2023 and a new authorization will be needed to enter into new agreements.

It should be noted that the IMAs are exempt from the Westchester County Procurement Policy (the “Policy”) pursuant to section 3(a) iii thereof which exempts contracts with “. . . any State and any political subdivision, agency or instrumentality thereof.” They are also exempt pursuant to section 3(a) xix of the Policy which exempts “any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens.”

The Planning Department has advised that based on its review, the proposed IMAs described above do not meet the definition of an “action” under the State Environmental Quality Review Act, 6 NYCRR part 617. As such, no environmental review is required. Please refer to the memorandum from the Department of Planning dated January 12, 2023, which is on file with the Clerk of the Board of Legislators.

The proposed Grant Agreements with NYSOFA and the proposed IMAs are intended to benefit the County by assisting in the provision of grant-funded services to its residents. Accordingly, I believe the proposed agreements with NYSOFA and the proposed IMAs are in the best interest of the County and, therefore, recommend your favorable action on the annexed proposed Act.

Sincerely,



George Latimer
County Executive

**HONORABLE BOARD OF LEGISLATORS
THE COUNTY OF WESTCHESTER**

Your Committee is in receipt of a communication from the County Executive recommending the approval of an act (the “Act”) which, if adopted, would authorize the County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (the “Department”), to enter into grant agreements (“Grant Agreements”) with the New York State Office for the Aging (“NYSOFA”) to accept grant funds made available to the County from New York State (“State”) under the Community Services for the Elderly Program (“CSE”), the Congregate Services Initiative Program (“CSI”), the Caregiver Resource Center Program (“CRC”), the Expanded In-home Services for the Elderly Program (“EISEP”), the New York State Transportation Program (“NYSTP”), the Wellness in Nutrition Program (“WIN”), the Nutrition Services Incentive Program (“NSIP”), the Unmet Need Program (“UNMET NEED”), and the New York Connects Expansion and Enhancement Program (“NY CONNECTS”) (collectively, the “Programs”), in the total aggregate not-to-exceed amounts set forth below. The Grant Agreements will be for a term commencing on April 1, 2023 and continuing through March 31, 2024, except for the NSIP Grant Agreement, which will be for a term commencing retroactive to October 1, 2022 and continuing through September 30, 2023. Additionally, authority is requested to enter into inter-municipal agreements (“IMAs”) with the municipal corporations listed in the attached Exhibit “A”, for services to be funded with the grant funds received from NYSOFA under the Grant Agreements for CSE, EISEP, NYSTP and WIN & NSIP, in the total aggregate not-to-exceed amounts set forth below, for terms corresponding to the term of each Grant Agreement, with specific allocations for each IMA to be determined at the discretion of the Commissioner of the Department.

Grant Amounts

CSE	CSI	CRC	EISEP	NYSTP	WIN & NSIP
\$1,620,270	\$20,806	\$19,611	\$2,536,575	\$54,074	\$1,213,575
UNMET NEED		NY CONNECTS			
\$1,036,658		\$653,982			

IMAs

CSE	CSI	CRC	EISEP	NYSTP	WIN & NSIP
\$253,019	\$0	\$0	\$97,352	\$54,074	\$903,172

UNMET NEED	NY CONNECTS
\$0	\$0

Your Committee is advised that the services to be provided under the IMAs with the grant funds received from NYSOFA under CSE, EISEP, NYSTP, and WIN & NSIP will include: case management, home-delivered meals, information, assistance, repairs & vehicle expenses and transportation. With the exception of the grants funds received from NYSOFA under NYSTP, a portion of the grant funds under these Programs will be used directly by the Department for Area Agency Administration and direct services to seniors. Additionally, with the exception of NYSTP, and WIN & NSIP, the remaining portion of the grant funds under these Programs will be allocated for various contracts with non-municipal agencies for services to seniors, noting that a portion of the CSE grant funds will also be allocated for inter-departmental agreements with Westchester Community College to provide certain services to seniors.

Your Committee is advised that no services will be provided under IMAs with the grant funds received from NYSOFA under CRC, CSI, and UNMET NEED. Instead, these funds will be allocated for contracts with non-municipal agencies to provide various services to seniors, noting that a portion of the grant funds under UNMET NEED will also be used directly by the Department for Area Agency Administration and direct services to seniors. Similarly, no services will be provided under IMAs with the grant funds received under NY CONNECTS. Instead, these funds will be allocated for information contacts services to be provided by the Department, the Westchester County Department of Social Services and the Westchester County Office for the Disabled.

Your Committee notes that this Honorable Board passed similar legislation pursuant to Act No. 39 – 2022, as amended by Act No. 157-2022. However, the existing authorization will expire on March 31, 2023 and a new authorization will be needed to enter into new agreements.

Your Committee is informed that the IMAs are exempt from the Westchester County Procurement Policy (the “Policy”) pursuant to section 3(a) iii thereof which exempts contracts with “. . . any State and any political subdivision, agency or instrumentality thereof.” They are also exempt pursuant to section 3(a) xix of the Policy which exempts “any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens.”

The Planning Department has advised that based on its review, the proposed agreements with NYSOFA and the proposed IMAs do not meet the definition of an “action” under the State Environmental Quality Review Act, 6 NYCRR part 617. As such, no environmental review is required. Please refer to the memorandum from the Department of Planning dated January 12, 2023, which is on file with the Clerk of the Board of Legislators

Your Committee has been advised that the passage of the attached Act requires an affirmative vote of a majority of the members of your Honorable Board.

Your Committee has been advised that adoption of the proposed Act is necessary to effectively carry out this worthwhile program. Accordingly, after due consideration, your Committee recommends adoption of the annexed Act.

Dated: _____, 2023
White Plains, New York

COMMITTEE ON

C:jpg/1-31-23

FISCAL IMPACT STATEMENT

SUBJECT: CSE NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 2262443

Total Current Year Revenue \$ 1620270

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 101-24-4957

263-85-T047

Potential Related Operating Budget Expenses:

Annual Amount \$ 642173

Describe: County Match Funds

Potential Related Revenues: Annual Amount \$ 1620270

Describe: Funding received from the New York State Office for the Aging for Community Services for the Elderly.

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide Case Management, Information & Assistance; Senior Center Recreation & Education, Health Promotion, Transportation, Food Distribution, Food Stamp Counseling and volunteer programs to seniors in Westchester County.

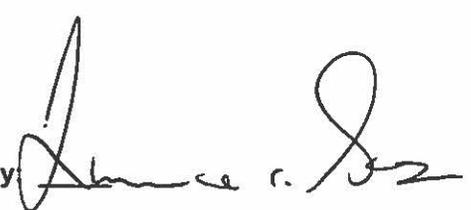
Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

dd
Reviewed By: 

Budget Director

3/3/03

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: CSI NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 36000

Total Current Year Revenue \$ 20806

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 24-101-4957

263-85-T047

Potential Related Operating Budget Expenses:

Annual Amount \$ 15194

Describe: County Match Funds

Potential Related Revenues: Annual Amount \$ 20806

Describe: Funding is received from the New York State Office for the Aging for the Congregate Services Initiatives Act

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide Senior Center Recreation and Education programs in congregate settings to enhance and preserve the health and wellness of Westchester's seniors.

Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

Reviewed By: 

Budget Director

3/2/23

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: CRC NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 19611

Total Current Year Revenue \$ 19611

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations Additional Appropriations Other (explain)

Identify Accounts: 263-85-T927

Potential Related Operating Budget Expenses: Annual Amount \$ 0

Describe: _____

Potential Related Revenues: Annual Amount \$ 19611

Describe: Funding is received from the New York State Office for the Aging for the Caregiver Resource Center

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide caregiver information, assistance, counseling, support groups and training sessions to caregivers of the elderly.

Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

DJO
Reviewed By: 

Budget Director

3/3/23

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: EISEP NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 3595315

Total Current Year Revenue \$ 2536575

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 24-101-4957

263-85-T048

Potential Related Operating Budget Expenses:

Annual Amount \$ 1058740

Describe: County Match Funds

Potential Related Revenues: Annual Amount \$ 2536575

Describe: Funding received from the New York State Office for the Aging for Expanded In-Home Services to the Elderly.

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide In-Home Personal Care Services, Case Management; Personal Emergency Response Systems; In-Home Contact & Support and Adult Day Care to seniors in Westchester.

Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

DBO
Reviewed By: 

Title: Director of Program Development II

Budget Director

Department: Senior Programs & Svcs.

3/3/23

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: NYS TRANS

NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 54074

Total Current Year Revenue \$ 54074

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 263-85-T813

Potential Related Operating Budget Expenses: Annual Amount \$ 0

Describe: _____

Potential Related Revenues: Annual Amount \$ 54074

Describe: Funding is received from the New York State Office for the Aging for the State Transportation Program.

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide supplemental funding to expand existing nutrition site and supportive services transportation operations throughout the county.

Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

DA

Reviewed By:

[Signature]
Budget Director

3/3/23

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: WIN/NSIP NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 1213575

Total Current Year Revenue \$ 1213575

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations Additional Appropriations Other (explain)

Identify Accounts: 263-85-T928

Potential Related Operating Budget Expenses: Annual Amount \$ 0

Describe: _____

Potential Related Revenues: Annual Amount \$ 1213575

Describe: Funding is received from the New York State Office for the Aging for the Wellness in Nutrition Program

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide Home Delivered Meals and Nutrition Education and counseling to seniors in Westchester County.

Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

DJO
Reviewed By: 
Budget Director

3/3/23

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: UNMET NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 1036658

Total Current Year Revenue \$ 1036658

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 263-85-T1006

Potential Related Operating Budget Expenses: Annual Amount \$ 0

Describe: _____

Potential Related Revenues: Annual Amount \$ 1036658

Describe: Funding received from the New York State Office for the Aging to provide unmet need services to the Elderly.

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to provide In Home Services, Case Management, Transportation, Sr. Rec and Ed, and InHome Contact & Support to seniors in Westchester.

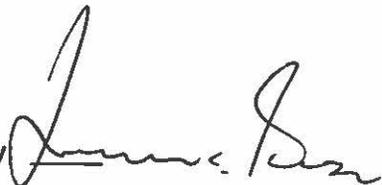
Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

HD Reviewed By 

Budget Director

3/3/23

If you need more space, please attach additional sheets.

FISCAL IMPACT STATEMENT

SUBJECT: NYConn NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 653982

Total Current Year Revenue \$ 653982

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 263-85-T079

 Potential Related Operating Budget Expenses: Annual Amount \$ 0

Describe: _____

Potential Related Revenues: Annual Amount \$ 653982

Describe: Funding is received from the New York State Office for the Aging for the New York Connects Prog.

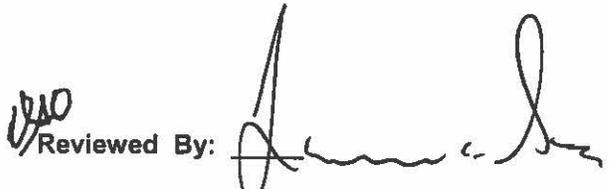
Anticipated Savings to County and/or Impact on Department Operations:

Current Year: The Department would not be able to deliver Long-Term Care information options and linkages to services providing a continuum of health care to seniors.

Next Four years:

Estimated to be same as above each year.

Prepared by: Sandra Brown


Reviewed By: _____
Budget Director

Title: Director of Program Development II

Department: Senior Programs & Svcs.

3/3/23

If you need more space, please attach additional sheets.

ACT NO. 2023 - _____

AN ACT authorizing the County of Westchester to enter into grant agreements with the New York State Office for the Aging to accept grant funds from New York State under the Community Services for the Elderly Program, the Congregate Services Initiative Program, the Caregiver Resource Center Program, the Expanded In-home Services for the Elderly Program, the New York State Transportation Program, the Wellness in Nutrition Program, the Nutrition Services Incentive Program, the Unmet Need Program, and the New York Connects Expansion and Enhancement Program, and to also enter into inter-municipal agreements with local municipalities for services to be funded by some of said grants.

BE IT ENACTED by the Board of Legislators of the County of Westchester as follows:

Section 1. The County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (the “Department”), be and hereby is authorized to enter into grant agreements (the “Grant Agreements”) with the New York State Office for the Aging (“NYSOFA”) to accept grant funds made available to the County from New York State (“State”) under the Community Services for the Elderly Program (“CSE”), the Congregate Services Initiative Program (“CSI”), the Caregiver Resource Center Program (“CRC”), the Expanded In-home Services for the Elderly Program (“EISEP”), the New York State Transportation Program (“NYSTP”), the Wellness in Nutrition Program (“WIN”), the Nutrition Services Incentive Program (“NSIP”), the Unmet Need Program (“UNMET NEED”), and the New York Connects Expansion and Enhancement Program (“NY CONNECTS”) (collectively, the “Programs”), in the total aggregate not-to-exceed amounts set forth below. The Grant Agreements will be for a term commencing on April 1, 2023 and continuing through March 31, 2024, except for the NSIP Grant Agreement, which will be for a term commencing retroactive to October 1, 2022 and continuing through September 30, 2023:

Grant Amounts

CSE	CSI	CRC	EISEP	NYSTP	WIN & NSIP
\$ 1,620,270	\$20,806	\$19,611	\$2,536,575	\$54,074	\$1,213,575

UNMET NEED	NY CONNECTS
\$1,036,658	\$653,982

§2. The County be and hereby is further authorized to enter into inter-municipal agreements (“IMAs”) with the municipal corporations listed in the attached Exhibit “A”, for services to be funded with the grant funds received from NYSOFA under the Grant Agreements for CSE, EISEP, NYSTP and WIN & NSIP, in the total aggregate not-to-exceed amounts set forth below, for terms corresponding to the term of each Grant Agreement.

IMAs

CSE	EISEP	NYSTP	WIN & NSIP
\$253,019	\$97,352	\$54,074	\$903,172

§3. The amounts allocated for each IMA shall be determined at the discretion of the Commissioner of the Department.

§4. The services to be provided under the IMAs with the grant funds received from NYSOFA under CSE, EISEP, NYSTP and WIN & NSIP shall include: case management, home-delivered meals, information, assistance, repairs & vehicle expenses and transportation. With the exception of the grant funds received from NYSOFA under the NYSTP, a portion of the grant funds under these Programs will be used directly by the Department for Area Agency Administration and direct services to seniors. Additionally, with the exception of NYSTP, WIN and NSIP, the remaining portion of the grant funds under these Programs will be used to enter into various contracts with non-municipal agencies for services to seniors, noting that a portion of the CSE grant funds will also be allocated for various inter-departmental agreements with Westchester Community College to provide certain services to seniors.

§5. There will be no services provided under IMAs with the funds received under CRC, CSI and UNMET NEED. Instead, these funds will be allocated for contracts with non-municipal agencies to provide various services to seniors, noting that a portion of the grant funds under UNMET NEED will also be used directly by the Department for Area Agency Administration and direct services to seniors. Similarly, no services will be provided under IMAs with the grant funds received under NY CONNECTS. Instead, these funds will be allocated for information contacts services to seniors to be provided by the Department, the Westchester County Department of Social Services and the Westchester County Office for the Disabled.

§6. The County Executive or his authorized designee is hereby empowered to execute all instruments and take all actions reasonable and necessary to effectuate the purposes hereof.

§7. This Act shall take effect immediately.

EXHIBIT "A"

LIST OF MUNICIPALITIES AND SERVICES

GRANT: CSE <u>SERVICES</u>	GRANT: EISEP <u>SERVICES</u>	GRANT: NYSTP <u>SERVICES</u>	GRANTS: WIN & NSIP <u>SERVICES</u>
Information, Assistance, Transportation and Case management	Case management	Transportation	Home-delivered Meals
Town of Eastchester	City of Yonkers	Town of Cortlandt	Town of Cortlandt
City of Yonkers*		Town of Greenburgh	Town of Eastchester
		Town of Mamaroneck	Town of Greenburgh
		Village/Town of Mount Kisco	Town of Mamaroneck
		Town of Mount Pleasant	Village/Town of Mount Kisco
		City of Mount Vernon	Town of Mount Pleasant
		City of New Rochelle	City of Mount Vernon
		Town of Ossining	Town of New Castle
		City of Peekskill	Town of Ossining
		Village of Port Chester	City of Peekskill
		Town of Somers	Village of Port Chester
		City of White Plains	Town of Somers
		Town of Yorktown	City of Yonkers
			Town of Yorktown

Note:

- BOTH municipalities listed above under CSE will provide Transportation and Case Management Services, EXCEPT that the City of Yonkers marked with an asterisk (*) will also provide Information and Assistance

THIS INTER-MUNICIPAL AGREEMENT ("Agreement" or "IMA") made this ____ day of _____, 2023 by and between:

THE COUNTY OF WESTCHESTER, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601

(hereinafter referred to as the "County")

and

_____ a municipal corporation organized under the laws of the State of New York, having an office and principal place of business at

_____ (hereinafter referred to as the "Municipality" and together with the County hereinafter referred to as the "Parties")

WHEREAS, the County acting by and through its Department of Senior Programs and Services (the "Department") has been awarded grants by the New York State Office for the Aging ("NYSOFA") pursuant to the Wellness In Nutrition Program ("WIN") (formerly known as the Supplemental Nutrition Assistance Program) and the Nutrition Services Incentive Program ("NSIP") of the Older Americans Act (together referred to herein as the "Programs") to provide home-delivered meals services to improve the well-being of those elderly persons who are at high nutritional risk (the "Services"); and

WHEREAS, the Municipality desires to provide said Services upon the terms and conditions hereinafter set forth, and the County desires the Municipality to provide said Services upon such terms and conditions.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and agreements contained herein, the Parties hereto agree as follows:

1. The Municipality shall provide the Services, as more particularly described in Schedule "C". All Services must be performed in accordance with the terms of the Standard Assurances in Schedule "C" and the Standard Assurances in the approved Four Year Plan and/or Annual Update to the Four Year Plan (collectively the "Plan") attached hereto and

made a part hereof in the form of Schedule "G." The Municipality shall also comply with the terms and conditions set forth in Schedules "A", "B", "D" and "E". It is expressly understood and agreed by the Parties hereto that all schedules to this Agreement applicable to the New York State Office for the Aging ("NYSOFA") and all schedules applicable to the County are subject to the approval of and modification of

2. The term of this Agreement shall commence retroactively to April 1, 2023 and expire on March 31, 2024, except that the term for the NSIP Program shall commence retroactively to October 1, 2022 and expire on September 30, 2023IN, unless terminated sooner pursuant to the provisions hereof.

3. The County shall reimburse the Municipality for the operation of the Program described in Paragraph 1 hereof. Payment for Services provided hereunder shall be made only for home delivered meals actually delivered by the Municipality in accordance with the Program, which payment shall be reduced by the County based upon actual meals delivered by the Municipality during the term of this Agreement, at the rate set forth in Schedule "B." The foregoing obligation of the County to make payment is expressly conditioned upon the County's receipt of the Notification of Grant Award Letter from NYSOFA and upon compliance by the Municipality with all the terms and conditions contained in this Agreement. The total amount to be paid to the Municipality under this Agreement shall not exceed the sum of \$ _____, in accordance with the budget in Schedule "B."

The Parties recognize and acknowledge that the obligations of the County under this Agreement are subject to the County's receipt of the Notification of Grant Award letter from NYSOFA to operate WIN and NSIP of the Older Americans Act.

If, for any reason, the Notification of Grant Award Letter is not received by the County from NYSOFA, the County may terminate this Agreement immediately or reduce the amount payable to the Municipality, in the sole and complete discretion of the County. The County shall give prompt notice of any such termination or reduction to the Municipality. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

In addition, the Parties recognize and acknowledge that the obligations of the County under this Agreement are subject to annual appropriations by its Board of Legislators pursuant to the Laws of Westchester County. Therefore, this Agreement shall be deemed executory only to the extent of the monies appropriated and available. The County shall have no liability under this Agreement beyond funds appropriated and available for payment pursuant to this Agreement. The Parties understand and intend that the obligation of the County hereunder shall constitute a current expense of the County and shall not in any way be construed to be a debt of the County in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the County, nor shall anything contained in this Agreement constitute a pledge of the general tax revenues, funds or moneys of the County. The County shall pay amounts due under this Agreement exclusively from legally available funds appropriated for this purpose. The County shall retain the right, upon the occurrence of the adoption of any County Budget by its Board of Legislators during the term of this Agreement or any amendments thereto, and for a reasonable period of time after such adoption(s), to conduct an analysis of the impacts of any such County Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates set forth herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

This Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Municipality,

then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

The distribution of NSIP funds shall be 1) subject to the County's receipt of the Notification of the Grant Award Letter, as hereinabove provided; and 2) accomplished by written confirmation sent by the Department to the Municipality, without the need to enter into supplemental agreements.

The Municipality shall advise the participant that he or she may make a money contribution toward each meal received by participant pursuant to this Agreement. The amount of such contribution shall be suggested and posted by the Nutrition Site Council for the Municipality. The Municipality shall not however, deny a meal to a participant who does not make such contribution.

The County shall not be obligated to make any payment to the Municipality hereunder unless and until the Municipality has complied with all of the terms and conditions contained in this Agreement.

4. The Municipality shall be reimbursed by the County only for expenses actually incurred and paid by the Municipality after the County has received approval from the NYSOFA. Payment shall be made on a monthly basis, upon submission by the Municipality of claims or vouchers and such supporting documentation as the County may require, and subject to the County's receipt of the Notification of Grant Award Letter from NYSOFA as described above and subject to the approval of same by the Commissioner of the Westchester County Department of Senior Programs and Services or her duly authorized designee (hereinafter, "Commissioner").

Expenditures will be made only for authorized items of expense contained in the budget set forth in Schedule "B". If and when expenditures for other than authorized items become necessary, the Municipality will request approval for such additional expenditures from the County in writing. The County, in its sole and complete discretion, shall decide whether to grant approval for such additional expenditures. The Municipality understands and agrees that it shall be solely responsible for any over expenditure of funds and the County shall have no liability whatsoever therefore.

The County may, in its discretion, if it shall deem such payment to be required in furtherance of the Program, pay the Municipality prior to receipt of payment or approval thereof from NYSOFA, provided that, in the event NYSOFA subsequently fails or refuses to pay the County, or if such expense is not a proper expenditure under the Program, the Municipality shall immediately reimburse the County for such payment made to the Municipality, or, the County, in its sole discretion, may deduct such amount from future payments due and owing the Municipality under this Agreement or other agreements the County may have with the Municipality, in the sole discretion of the County. In no event shall final payment be made to the Municipality prior to completion of all Services, the submission of reports and the approval of same by the County.

5. The Municipality shall comply, at its own expense, with the provisions of all applicable Federal, State and local laws, regulations, rules, executive orders, policies, orders, notices, and related guidance, as such provisions may be amended from time to time, including, but not limited to the laws, rules and regulations detailed in Schedule "L", which is attached hereto and made a part hereof.

In addition, the Municipality shall cause to be prominently posted, on the site where Services hereunder are to be provided, a statement regarding non-discrimination, which statement shall be similar in form to the following:

"In compliance with 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, as amended) and 42 U.S.C. § 2000d et. seq. (Title VI of the 1964 Civil Rights Act) and New York State Executive Law and orders, no persons will be denied service or access to service based upon race, creed, color, national origin, religion, marital status, sexual orientation, genetic predisposition, carrier status, or handicapping condition."

6. The Municipality hereby expressly agrees that neither it nor any contractor, subcontractor, employee, or any other person acting on its behalf shall discriminate against or intimidate any employee or other individual on the basis of race, creed, religion, color gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status genetic predisposition or

carrier status during the term of or in connection with this Agreement, as those terms may be defined in Chapter 700 of the Laws of Westchester County. The Municipality acknowledges and understands that the County maintains a zero tolerance policy prohibiting all forms of harassment or discrimination against its employees by co- Workers, supervisors, vendors, contractors, or others.

7. (a) There shall be no partisan political activity in connection with this Agreement, including (i) candidate endorsements (ii) registration activities which are partisan in nature (iii) scheduled meetings of services recipients with public officials or candidates unless event is open on an equal basis to all candidates and officials regardless of policy views or partisan affiliation. This does not preclude the legitimate right of elected officials and other community leaders to visit programs in their areas.

(b) The Municipality shall ensure that any services to be provided under this Agreement shall be secular in nature and scope and in no event shall there be any sectarian or religious services, counseling, proselytizing, instruction or other sectarian, religious influence undertaken in connection with the provision of such services. The Municipality shall refrain from using funds to advance any sectarian effort.

8. The Municipality shall not delegate any duties or assign any of its rights under this Agreement without the prior express written approval of the County. The Municipality shall not subcontract any part of the Services without the written consent of the County, subject to any necessary legal approvals. Any purported delegation of duties, assignment of rights or subcontracting of Services under this Agreement without the prior express written consent Agreement of the County is void ab initio.

All subcontracts that have received such prior written consent shall provide that subcontractors are subject to all terms and conditions set forth in this Agreement and the Municipality must provide the Department upon request with a copy of its executed agreement/s with all approved subcontractors providing the Services.

It is recognized and understood by the Municipality that for the purposes of this Agreement, all Services performed by an approved subcontractor shall be deemed Services performed by the Municipality, and the Municipality shall insure that such

subcontracted Services are subject to the material terms and conditions of this Agreement. All subcontracts for the Services shall expressly reference the subcontractor's duty to comply with the material terms and conditions of this Agreement and shall attach a copy of the County's Agreement with the Municipality. The Municipality shall obtain a written acknowledgement from the owner and/or chief executive of subcontractor or his/her duly authorized representative that the subcontractor has received a copy of the County's Agreement, read it and is familiar with the material terms and conditions thereof. The Municipality shall include provisions in its subcontracts designed to ensure that the Municipality and/or its auditor has the right to examine all relevant books, records, documents or electronic data of the subcontractor necessary to review the subcontractor's compliance with the material terms and conditions of this Agreement. The Municipality shall submit to the Commissioner a letter signed by the owner and/or chief executive officer of the Municipality or his/her duly authorized representative certifying that each and every approved subcontractor is in compliance with the material terms and conditions of the Agreement.

If the Municipality enters into subcontracts for the performance of Services pursuant to this Agreement, the Municipality shall take full responsibility for the acts and omissions of its subcontractors. Nothing in the subcontract shall impair the rights of the County under this Agreement or the Area Agency Plan as approved by NYSOFA. It shall be the responsibility of the Municipality to monitor and assess the activities performed under such subcontracts, and to ensure that these activities are provided in accordance with all applicable requirements contained in this Agreement and federal and state law.

The Municipality agrees that, to the extent it or its subcontractors, if any, maintains personal information relating to applicants or recipients of Services pursuant to this Agreement, such information will be kept confidential and shared with the County; or with other entities upon the consent of applicant, recipient or an authorized representative of the applicant or recipient; or as required by federal or state laws.

The Municipality must attempt to provide service to low income minority older individuals in at least the same proportion as the population of low income minority older individuals bears to the population of older individuals of the area served by such Municipality. As a material element of this Agreement, Municipality agrees to fully comply with the provisions required by the Office for the Aging concerning equal access to services, non-discrimination and concentration of services on target populations, as more fully set forth in Schedule "C", attached hereto and made a part hereof.

9. Statistical information and supporting documentation concerning the Program conducted hereunder shall be provided to the County by the Municipality on request of the County.

Documentation of reports and expenses shall include, without limiting the right to require additional documentation: invoices for all purchases, payroll time records, payroll records for local support contribution, municipal payment vouchers for governmental agencies and canceled checks for private agencies.

The Programmatic monthly reporting system for Service Delivery Information and Service Recipient Information must be submitted electronically in the NYSOFA'S Client Statewide Data System (PeerPlace). Until further notice, the Municipality is required to mail in the PeerPlace MONTHLY ELECTRONIC PAPER REPORT and or other approved reporting measure, signed by the staff member responsible for the report. The reports should be received by the County no later than the tenth (10th) day of the following month and/or entered on the website at the same time. The Municipality understands and agrees that submission of the monthly report by the deadline set forth above constitutes a material element of this Agreement. The County reserves the right to withhold payment to Municipality for its failure to submit the monthly report by the deadline, until such time as the monthly report is received by the County. Repeated failures by Municipality to submit the monthly report by the stated deadline will constitute a material breach of this Agreement justifying termination for cause as provided in Paragraph "16" hereof.

The Municipality shall furnish the County with copies of all insurance certificates, food contracts, rental agreements, and transportation agreements relating to the service provided by the Municipality hereunder.

10. The Municipality agrees to procure and maintain insurance naming the County of Westchester as additional insured, as provided and described in Schedule "A", entitled "Standard Insurance Provisions", which is attached hereto and made a part hereof. In addition to, and not in limitation of, the insurance provisions contained in Schedule "A", the Municipality agrees:

(a) that except for the amount, if any, of damage contributed to, caused by, or resulting from the sole negligence of the County, the Municipality shall indemnify and hold harmless the County, its officers, employees, agents, and elected officials from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Municipality or third parties under the direction or control of the Municipality; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto; and

(c) In the event the Municipality does not provide the above defense and indemnification to the County, and such refusal or denial to provide the above defense and indemnification is found to be in breach of this provision, then the Consultant shall reimburse the County's reasonable attorney's fees incurred in connection with the defense of any action, and in connection with enforcing this provision of the Agreement.

11. The Municipality agrees that any Program, public information materials, or other printed or published materials on the Services of the Programs which are supported with NYS Wellness in Nutrition Program funds will give due recognition to NYSOFA and the Westchester County Department of Senior Programs and Services and as appropriate the Administration on Aging/Administration for Community Living (AoA/ACL) of the United States Department of Health and Human Services ("HHS").

12. All records compiled by the Municipality in completing the Services described in this Agreement, including but not limited to written reports, drawings, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Municipality may retain copies of such records for its own use.

13. If equipment costing \$1,000.00 or more is purchased with any Federal or State funds under the Plan, and the equipment is no longer needed for activities supported by such Programs, NYSOFA /County reserve the right to select a recipient for and approve the transfer to such recipient of such equipment, which must be used for services to older adults. The Municipality understands, acknowledges, and agrees that it shall have no ownership interest in such equipment.

14. The Municipality shall provide adequate qualified and trained personnel for supervision and fiscal management of the Program.

15. The Parties agree that the Municipality and its officers, employees, agents, contractors, consultants and/or subcontractors are independent contractors and not employees of the County or any department, agency or unit thereof. In accordance with their status as independent contractors, the Municipality covenants and agrees that neither the Municipality nor any of its officers, employees, agents, contractors, consultants, and/or subcontractors will hold themselves out as, or claim to be, officers or employees of the County or any department, agency or unit thereof.

16. (a) The County, upon ten (10) days' notice to the Municipality, may terminate this Agreement in whole or in part when the County deems it to be in its best interest. In such event, the Municipality shall be compensated and the County shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination at the rates set forth herein. Upon receipt of notice that the County is terminating this Agreement in its best interests, the Municipality shall stop Services immediately and incur no further costs in furtherance of this Agreement without the express approval of the Commissioner, and the Municipality shall direct any approved subcontractors to do the same.

In the event of a dispute as to the value of the services rendered by the Municipality prior to the date of termination, it is understood and agreed that the County Attorney shall determine the value of such services rendered by the Municipality. Such reasonable and good faith determination shall be accepted by the Municipality as final.

(b) In the event the County determines that there has been a material breach by the Municipality of any of the terms of the Agreement and such breach remains uncured for forty-eight (48) hours after service on the Municipality of written notice thereof, the County, in addition to any other right or remedy it might have, may terminate this Agreement and the County shall have the right, power and authority to complete the services provided for in this Agreement, or contract for their completion, and any additional expense or cost of such completion shall be charged to and paid by the Municipality. Notice shall be effective on the date of receipt. Without limiting the foregoing, upon written notice to the Municipality, repeated breaches by Municipality of any particular duty or obligation under this Agreement shall be deemed a material breach of this Agreement justifying termination for cause hereunder without requirement for further opportunity to cure. Notice shall be effective on the date of receipt.

17. The failure of the County to insist, in any one or more instances, upon a strict performance of any of the terms, covenants, agreements and conditions of this Agreement, shall not be considered as a waiver or relinquishment for the future of such covenant, but the same shall continue and remain in full force and effect.

18. All notices of any nature referred to in this Agreement shall be in writing and either sent by registered or certified mail postage pre-paid, or sent by hand or overnight courier, or sent by facsimile (with acknowledgment received and a copy of the notice sent by registered or certified mail postage pre-paid), to the addresses as set forth below or to such other addresses as the respective Parties hereto may designate in writing. Notice shall be effective on the date of receipt. Notices shall be sent to the following:

To the County:

Commissioner
Department of Senior Programs and Services
9 South First Avenue, 10th Floor
Mount Vernon, New York 10550-3414

with a copy to:

County Attorney
Michaelian Office Building, Rm600
148 Martine Avenue
White Plains, New York 10601

To the Municipality:

19. The Municipality represents and warrants that it has not employed or retained any person, other than a bona fide full time salaried employee Working solely for the Municipality, to solicit or secure this agreement, and that it has not paid or agreed to pay any person (other than payments of fixed salary to a bona fide full time salaried employee Working solely for the Municipality), any fee, commission, percentage, gift or other consideration, contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, without limiting any other rights or remedies to which the County may be entitled or any civil or criminal penalty to which any violator may be liable, the County shall have the right, in its discretion, to terminate this Agreement without liability, and to deduct from the Agreement price, or otherwise to recover, the full amount of such fee, commission, percentage, gift or consideration.

20. Attached hereto and forming part hereof is the schedule listed below. Simultaneous with its execution of this Agreement, the Municipality shall provide the County with a completed copy of the schedule. The Municipality agrees that the terms of the schedule has been accepted and agreed-to by the Municipality by virtue of its execution of this Agreement, and the Municipality represents and warrants that it has completed the schedule accurately and completely.

Schedule "D" — "Vendor Direct Program - Electronic Funds Transfer"

All payments made by the County to the Municipality will be made by electronic funds transfer ("EFT") pursuant to the County's Vendor Direct Program. If the Municipality is not already enrolled in the Vendor Direct Program, the Municipality shall fill out and submit an EFT Authorization Form as part of this Agreement. (In rare cases, a hardship waiver may be granted. For a Hardship Waiver Request Form, the Municipality understands that it must contact the County's Finance Department.)

If the Municipality is already enrolled in the Vendor Direct Program, the Municipality hereby agrees to immediately notify the County's Finance Department in writing if the EFT Authorization Form on file must be changed, and provide an updated version of the document.

21. The Municipality agrees, as a material element of this agreement, that no information about an elderly person, or obtained from such elderly person, shall be disclosed by the Municipality to a third party in a form that identifies such elderly person, unless the disclosure is specifically required by court order, program monitoring by authorized Federal, State or local monitoring agencies, or by actual or immediate danger to the health, safety or welfare of such elderly person.

The Municipality represents and warrants that it, its principals, and affiliates (as defined in 2 C.F.R. Part 180) are not currently debarred or suspended and the Municipality agrees to complete the "Certification Regarding Debarment and Suspension," which is attached hereto and made a part hereof of Schedule "E." The Municipality agrees that it shall immediately notify the County if it, its principals, and/or affiliates is/are debarred or suspended, or its, its principals', and/or affiliates' debarment or suspension appears likely. The Municipality further agrees to comply, and to require its subcontractors to comply, with the debarment and suspension regulations in 2C.F.R. Part 376, as well as the applicable requirements of 2 C.F.R. Part 180.

The Municipality represents and warrants that it is not currently excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial

and non-financial assistance and benefits, by virtue of being on the United States General Service Administration's the Excluded Parties List System (EPLS), available at <http://www.sam.gov> as part of the System for Awards Management (SAM). The Municipality agrees that it shall immediately notify the County if it is so-excluded, or its exclusion appears likely.

The Municipality represents and warrants that it is not currently on any debarment, suspension, or exclusion list of New York State or any political subdivision thereof, and has not been found non-responsible by New York State or any political subdivision thereof. The Municipality agrees that it shall immediately notify the County if it is added to any debarment, suspension, or exclusion list of New York State or any political subdivision thereof, or its addition to such lists appears likely. The Municipality agrees that it shall immediately notify the County if it is found non-responsible by New York State or any political subdivision thereof, or such a finding of non-responsibility appears likely.

The Municipality understands and acknowledges that the County is relying upon the Municipality's above-described representations and warranties.

Without limiting any of the foregoing, the Municipality certifies that, to the best of its knowledge and belief, it is and will be in compliance with 2 C.F.R. Part 376, regarding non-procurement debarment and suspension concerning public (Federal, State or local) transactions. If necessary, the Municipality will submit an explanation of why it cannot provide this certification.

22. As a material element of this Agreement, the Municipality agrees to fully comply with the Contributions Policy in NYSOFA's Program Instruction 18-PI-17 that is attached hereto as Schedule "F" and forms a part of this Agreement. The Municipality shall provide participants an opportunity to voluntarily contribute to the cost of the service received, as appropriate. The Municipality shall use all collected contributions to expand the service for which the contributions were given to supplement the funds received under the Program.

23. The Municipality recognizes that this Agreement does not grant the Municipality the exclusive right to perform the Services for the County and that the County may enter into similar agreements with other municipalities on a "as needed basis."

24. This Agreement may be executed simultaneously in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. In addition, the Parties hereby agree that any cause of action arising out of this Agreement shall be brought in the County.

If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid or void or unenforceable, the remainder of the terms and provisions of this Agreement shall in no way be affected, impaired, or invalidated, and to the extent permitted by applicable law, any such term, or provision shall be restricted in applicability or reformed to the minimum extent required for such to be enforceable. This provision shall be interpreted and enforced to give effect to the original written intent of the Parties prior to the determination of such invalidity or unenforceability.

25. This Agreement and its attachments constitute the entire Agreement between the Parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. It shall not be released, discharged, modified except by an instrument in writing, signed by a duly authorized representative of each of the Parties herein, subject to all necessary County legal approvals.

26. This Agreement shall not be enforceable until signed by all Parties and approved by the Office of the County Attorney.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

THE COUNTY OF WESTCHESTER

By _____
Mae Carpenter, Commissioner
Department of Senior Programs
and Services

MUNICIPALITY:

By _____
(Signature)

(Name)

(Title)

Approved by the Westchester County Board of Legislators pursuant to
Act _____-2023 adopted on the _____ day of _____, 2023.

Approved by:

Sr. Assistant County Attorney
The County of Westchester

ACKNOWLEDGMENT

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

On the _____ day of _____ in the year 2023 before me,
the undersigned, a Notary Public in and for said State, personally appeared

_____ personally known to me or proved to
me on the basis of satisfactory evidence to be the individual whose name is subscribed to
the within instrument and acknowledged to me that he/she executed the same in his/her
capacity, and that by his/her signature on the instrument, the individual, or the person upon
behalf of which the individual acted, executed the instrument; and, acknowledged if
operating under any trade name, that the certificate required by the New York State
General Business Law Section 130 has been filed as required therein.

Signature and Office of individual
taking acknowledgement

DRAFT

CERTIFICATE OF AUTHORITY
(MUNICIPALITY)

I, _____,
(Official other than official signing Agreement)

certify that I am the _____ of
(Title)

the _____
(Name of Municipality)

a Municipal Corporation duly organized and in good standing under the laws of the
State of New York that _____
(Person executing Agreement)

who signed said Agreement on behalf of the _____
(Name of Municipality)

was, at the time of execution _____
(Title of such person)

of the Municipal Corporation and that said Agreement was duly signed for and on behalf
of said Municipal Corporation by authority of its governing board, thereunto duly
authorized and that such authority is in full force and effect at the date hereof.

(Signature)

STATE OF NEW YORK)
) ss.:
COUNTY OF)

On the _____ day of _____ in the year 2023 before me, the
undersigned, a Notary Public in and for said State, _____
personally appeared, personally known to me or proved to me on the basis of
satisfactory evidence to be the officer described in and who executed the above
certificate, who being by me duly sworn did depose and say that he/she resides at
_____, and he/she is an
officer of said municipal corporation; that he/she is duly authorized to execute said
certificate on behalf of said corporation, and that he/she signed his/her name thereto
pursuant to such authority.

Notary Public
Date:

SCHEDULE "A"

STANDARD INSURANCE PROVISIONS (Municipality)

1. Prior to commencing Services, and throughout the term of the Agreement, the Municipality shall obtain at its own cost and expense the required insurance as delineated below from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. Municipality shall provide evidence of such insurance to the County of Westchester ("County"), either by providing a copy of policies and/or certificates as may be required and approved by the Director of Risk Management of the County ("Director"). The policies or certificates thereof shall provide that ten (10) days prior to cancellation or material change in the policy, notices of same shall be given to the Director either by overnight mail or personal delivery for all of the following stated insurance policies. All notices shall name the Municipality and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the Director, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Director, the Municipality shall upon notice to that effect from the County, promptly obtain a new policy, and submit the policy or the certificate as requested by the Director to the Office of Risk Management of the County for approval by the Director. Upon failure of the Municipality to furnish, deliver and maintain such insurance, the Agreement, at the election of the County, may be declared suspended, discontinued or terminated.

Failure of the Municipality to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Municipality from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Municipality concerning indemnification.

All property losses shall be made payable to the "County of Westchester" and adjusted with the appropriate County personnel.

In the event that claims, for which the County may be liable, in excess of the insured amounts provided herein are filed by reason of Municipality's negligent acts or omissions under the Agreement or by virtue of the provisions of the labor law or other statute or any other reason, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Municipality until such time as the Municipality shall furnish such additional security covering such claims in form satisfactory to the Director.

In the event of any loss, if the Municipality maintains broader coverage and/or higher limits than the minimums identified herein, the County shall be entitled to the broader coverage and/or higher limits maintained by the Municipality. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

2 The Municipality shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the Agreement):

- a) Workers' Compensation and Employer's Liability. Certificate form C-105.2 or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."
- b) Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: <http://www.wcb.ny.gov>.

If the employer is self-insured for Workers' Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

- c) Commercial General Liability Insurance with a combined single limit of \$1,000,000 (c.s.1) per occurrence and a \$2,000,000 aggregate limit naming the "County of Westchester" as an additional insured on a primary and non-contributory basis. This insurance shall include the following coverages:
 - i. Premises - Operations.
 - ii. Broad Form Contractual.
 - iii. Independent Contractor and Sub-Contractor.
 - iv. Products and Completed Operations.

- d) Commercial Umbrella/Excess Insurance: \$2,000,000 each Occurrence and Aggregate naming the "County of Westchester" as additional insured, written on a "follow the form" basis.

NOTE: Additional insured status shall be provided by standard or other endorsement that extends coverage to the County of Westchester for both on-going and completed operations.

All Contracts involving the use of explosives, demolition and/or underground Work shall provide proof that XCU is covered.

- e) Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages and name the "County of Westchester" as additional insured:
 - (i) Owned automobiles.
 - (ii) Hired automobiles.
 - (iii) Non-owned automobiles.

3. All policies of the Municipality shall be endorsed to contain the following clauses:

(a) Insurers shall have no right to recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the County is named as an insured, shall not apply to the County.

(c) The insurance companies issuing the policy or policies shall have no recourse against the County (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(d) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the Municipality.

Important information for Municipalities and Insurance Brokers:

(The below is required for all insurance certificates)

For Additionally Insured & Waiver of Subrogation status on an ACORD certificate:

- a. **Check off the additional insured (ADDL INSD) and waiver of subrogation (SUBR WVD) boxes next to the following policies:**

- Commercial General Liability
- Automobile Liability
- Umbrella/Excess Liability

And input the following language into Description of Operations box: "Certificate holder is included as additional insured on a primary & non-contributory basis"

OR

- b. **Input following language into Description of Operations box:**

"Certificate holder is included as additional insured on a primary & non-contributory basis under the Commercial General Liability, Automobile Liability and Umbrella/Excess Liability policies. All policies include a waiver of subrogation in favor of the certificate holder applies as required by written contract"

For insurance certificates other than ACORD or with no check boxes please use option b

INSERT SCHEDULES "B" & "C"

DRAFT

SCHEDULE "E"

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

1) In order to assure compliance with 2 C.F.R. Part 180, 2 C.F.R. Part 376, and other applicable law, the Municipality certifies that it, its principals, and affiliates

(a) Are not presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;

(b) Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, including any violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) above; and

(d) Have not within a 3-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the Municipality is unable to certify to any of the statements in this paragraph, the Municipality shall attach an explanation to this certification.

Contracting Entity's Name

Authorized Signature

Name: _____

Title: _____

Date: _____

SCHEDULE "F"

NEW YORK STATE OFFICE FOR THE AGING

PROGRAM INSTRUCTION 18-PI-17

**NYSOFA CONTRIBUTIONS
AND OTHER PROGRAM INCOME POLICY**

DRAFT